



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: STATISTICAL ANALYST 1*			Abbreviation: STAT ANA 1
Class Code: 75941	OCC Code: 7	Analyst: EX	Effective Date: December 19, 2002

SUMMARY: Under immediate supervision, is responsible for professional statistical analytic work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Statistical Analyst sub-series. An employee in this class receives on-the-job training in the conduct of statistical studies, research, and/or statistical analysis. Initially, work is closely supervised, but as knowledge and experience are gained, supervision becomes more general. This sub-series differs from the Statistician sub-series in that incumbents of the latter are involved only in the conduct of basic descriptive statistical studies. This class differs from that of Statistical Analyst 2 in that an incumbent of the latter functions at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Learns to identify inferences about a population based upon statistical information needed; utilizes standard sampling procedures within population to obtain statistical information; may develop data collection instruments used to gather information on a particular criteria; administers data instruments to selected statistical sample to collect desired information; ensures appropriate collection procedures are followed; conducts secondary research such as library research; reviews existing databases; contacts other sources to obtain additional information.
2. Learns to select the appropriate statistical techniques to test hypotheses or answer questions raised by a study; formats computer software and data fields using programs, such as Excel, Access, SPSS, SAS, and FoxPro, based on statistics required and software parameters; enters or imports collected statistical data into appropriate database and fields; proofs entered data to verify accuracy and completeness; deletes incomplete, inaccurate, and outdated information as necessary; creates and maintains back-up copies of data for recovery purposes.



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3. Learns to use computer software (SAS, SPSS, or other specialized software related to area of study) to analyze data; applies statistical techniques (ANOVA, correlation, frequencies) on collected data to obtain required information; reviews results of statistical analysis to ensure accuracy of data; formats results for publication or presentation purposes; transforms data into visual aids such as charts, tables, and/or scattergrams; interprets results of statistical procedures to determine relationships among the data; compares results of statistical procedures to previous results to determine changes over time; interprets implications of findings.

4. Learns to write reports to document the results of a statistical study; creates charts, tables, and other graphical illustrations to demonstrate a research finding; arranges illustrations in appropriate sequence within narrative to state the major findings from the study; writes report in accordance with departmental guidelines and at an appropriate level of audience understanding; ensures narrative is written so that all confidential information of those involved in the study is protected; proofs report to check for errors and makes corrections; makes changes to report based on supervisor suggestions and recommendations; writes reports to explain studies which have been conducted within the last year; finalizes formatted document for electronic and/or other means of distribution.

5. Learns to determine the appropriate method of displaying data to aid in audience understanding and in the presentation of the results; utilizes computer software to transfer statistical results into a multimedia format; creates overheads and/or graphic representations for presentation purposes; provides all materials to appropriate source when study is complete.

6. Learns to design a study to address a need or problem by consulting with program individuals; determines variables to be studied and sample size; discusses statistically valid data collection methods; sets a time-line for the components of the study.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including, at least, six quarter hours in statistics, mathematics, and/or computer science.



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Substitution of Experience for Education: Qualifying full-time professional statistical work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.



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(NOTE: Class Specifications are descriptive only and not restrictive; they shall not be construed as declaring the extent or what the duties and responsibilities shall be, or as limiting or in any way modifying the power of the appointing authority to assign duties or to direct or control all employees under his/her supervision, the typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality.)